

**City Of Willamina  
Minutes of the Regular Meeting of the City Council  
December 11, 2018  
6:00 PM**

**Location of Meeting:**

West Valley Fire Station  
825 NE Main St.  
Willamina, Oregon 97396

**Present at Meeting:** Mayor Ila Skyberg

Council President Rita Baller  
Councilor Craig Johnson  
Councilor Bob Burr  
Councilor Ginny Wymore  
Councilor April Wooden  
Councilor Theresa McKnight  
City Manager Kenna West  
Deputy City Recorder Debbie Bernard  
Public Works Director Jeff Brown  
Guest (not limited to):  
News Register Reporter Paul Daliquante  
Harold Leavey  
Roberta Lawson  
James Daley  
Barbara Hoffenbredl

The regular meeting of the City Council of City of Willamina was called to order at 6:00 PM on December 11, 2018, at West Valley Fire Station by Mayor Ila Skyberg. The flag salute was recited. The Deputy City Recorder took the roll call, and a quorum was present.

**I. Approval of Agenda**

- \* The agenda for the meeting was distributed and unanimously approved with a few comments on the elected essentials training flyer.

**II. Review of Previous Minutes**

The minutes of the previous meeting were reviewed and unanimously approved with corrections.

**III. Consideration of Open Issues**

1. Agenda Additions, Deletions, And Corrections  
Mayor Ila Skyberg  
Mayor Skyberg stated there were none.

2. Public Input

Mayor Ila Skyberg

Mayor Skyberg, there was none.

3. Correspondence/Presentation - Elected essential training flyer.

Mayor Ila Skyberg

Mayor Skyberg asked for a tally of those want to attend the training.

City Manager West commented she would address the elected essentials flyer later in the Agenda.

Councilor Wooden responded that she would like to attend the January 23, 2019 training in Keizer. Mayor Skyberg also wanted to attend the training.

The City Manager added that the City is working with the Council of Governments, and the League of Oregon Cities to bring additional training to the City.

4. Recess- Presentations for City Councilors

Mayor Ila Skyberg

Mayor Skyberg presented Councilor Wymore with an appreciation plaque for her service on Council. Mayor Skyberg thanked Councilor Wymore for accepting the position.

The Mayor then announced a presentation of appreciation for Councilor McKnight and presented her with a plaque. The Mayor thanked Councilor McKnight for her years of service and professionalism.

Mayor Skyberg asked the council if they would like to recess for refreshments or continue. Councilor Baller suggested we continue. The session continued without a recess.

5. Consent Agenda

Mayor Ila Skyberg

Mayor Skyberg called for a motion.

Councilor Wooden moved for a correction to the minutes. The corrections included 1) adding Betty Frownfelter as an Art Tour founder and removing "Mr" Frownfelter; and 2) Add the last name to the minutes in regard to the approval of Planning Commissioner Debra Jo Summers.

Councilor Johnson moved for a correction to the heading of the minutes of the Special Meeting on November 28, 2018. The correction included adding the word "Special" to the heading.

**MOTION:** Councilor Baller moved to accept the Consent Agenda with the corrections. Councilor Burr seconded the motion. Motion carried with Councilors Baller, Burr,

Wymore, Johnson, Wooden, and McKnight all in favor.

Council President Baller then read the items on the consent agenda.

1. Check Register from October 1 to 31, 2018
2. Financials from October 31, 2018
3. Minutes from the November 7, 2018 City Council Meeting
4. Minutes from November 28, 2018 Special City Council Meeting.

6. Regular Agenda - Thank You Letter

Mayor Ila Skyberg

Mayor Skyberg called for a motion.

**MOTION:** Councilor Wooden moved to approve the attached letter and authorize Mayor Skyberg to sign that letter on behalf of the City of Willamina. Councilor Burr seconded the motion. Motion carried with Councilors Baller, Burr, Wymore, Johnson, Wooden, and McKnight all in favor.

Councilor Burr questioned having a thank you letter delayed for a signature until the next council meeting instead of having the City Manager or Mayor sign the letter.

The City Manager explained that the letter needs Council approval to be on behalf of the City Council.

7. Ordinance No. 676 - An Ordinance Amending Title IX, Chapter 90. Animals, Second

Reading

Mayor Ila Skyberg

Mayor Skyberg called for a motion.

**MOTION:** Councilor Wymore moved to adopt Ordinance No. 676. Councilor Wooden seconded. Motion carried with Councilors Baller, Burr, Wymore, Johnson, Wooden, and McKnight all in favor.

Mayor Skyberg asked for the second reading of Ordinance No. 676.

The Deputy City Recorder read Ordinance No. 676 in its entirety.

8. Planning Commission Appointments

Mayor Ila Skyberg

Mayor Skyberg asked for a motion.

**MOTION:** Councilor Wooden moved to appoint Eric Wagner to the City of Willamina Planning Commission for a full term ending December 31, 2021; and reappoint Sheryl Hansen and Ila Schunter to a full term ending December 31, 2021. Councilor Wymore seconded the motion. Motion carried with Councilors Baller, Burr, Wymore, Johnson, Wooden, and McKnight all in favor.

9. 2018 Election Results/Oath Of Office

Mayor Ila Skyberg

Mayor Skyberg called for a motion.

Councilor Burr commented that the Polk report listed Councilor Baller as receiving votes. Councilor Wooden commented that James Daley is listed in the “totals” section; not Rita Baller.

Deputy City Recorder reviewed the votes of each candidate and explained that the Council, by motion, accepts the results.

**MOTION:** Councilor Johnson moved to accept the 2018 Certified Election results. Councilor Baller seconded the motion. Motion carried with Councilors Baller, Burr, Wymore, Johnson, Wooden, and McKnight all in favor.

Deputy City Recorder then asked Mayor Skyberg for permission to give the Oath of Office. The Oath was given to Mayor Skyberg, James Daley, Roberta Lawson, and April Wooden.

10. Mayors Report

Mayor Ila Skyberg

Mayor Skyberg reported she attended several meetings including the Polk County Elected Officials Breakfast Meeting at the end of November; The Meet and Greet for the Fire Chief candidates at the West Valley Fire Station; and She met with Denise Beacon from the Ford Foundation who talked to several people in town and interviewed them to ask what they thought of the Ford Family Foundation as a whole.

11. Chamber Liaison Report

Mayor Ila Skyberg

Mayor Skyberg called upon Councilor Wooden for her report.

Councilor Wooden reported that the Chamber is still working on the placement of the second saw blade sign which will be located at Coastal Fiber; the Christmas lights went up on December 18, 2018; President Don Sheldon attended an active shooter workshop; and She attended the Meet and Greet at the West Valley Fire Station.

12. Library Liaison

Mayor Ila Skyberg

Mayor Skyberg asked for the library liaison report. Councilor McKnight reported that the library is doing great and is very active. She commented there is something going on all the time.

13. YCOM Board

Mayor Ila Skyberg

Mayor Skyberg asked for the YCOM Board.

Councilor Baller commented she was unable to attend the last meeting.



14. Yamhill County Transit Authority Board Member Report

Mayor Ila Skyberg

Mayor Skyberg called up Councilor Johnson.

Councilor Johnson reported that the next meeting is scheduled for January 2019.

15. City Manager Report

Mayor Ila Skyberg

The City Manager praised the City staff. The detailed report highlighted each staff skills, assets, and accomplishments for 2018. She told Council she was very proud of her team and all that they completed as a team. The City Manager concluded her report by providing Council with the details and totals on all the Grants received during the year which totaled \$221,608.

**IV. Agenda and Time of Next Meeting**

The next meeting will be held at 6:00 PM on January 8, 2019, at:

West Valley Fire Station

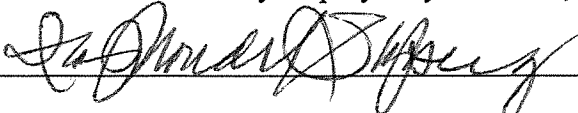
825 NE Main St.

Willamina, Oregon 97396

The meeting was adjourned at 7:10 PM by Mayor Ila Skyberg

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Minutes submitted by Deputy City Recorder, Debbie Bernard

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Minutes approved by Mayor Ila Skyberg